

ROOSEVELT

JUNIOR

COLLEGE

WEST PALM BEACH, FLORIDA

1958-1959

C A L E N D A R
1 9 5 8 - 5 9

August 28 Testing and Orientation for Freshmen

August 29, September 2 Continuation of Testing and Orientation Program

September 3, 4, 5 Registration of Freshmen

September 1 Labor Day Holiday

September 8 Classes Begin

September 16 Last Day to Register

October 3 Last Day to Drop a Course Without Penalty

November 3-7 Quarter Tests

November 7 First Quarter Ends

November 11 Veterans Day Holiday

November 27, 28 Thanksgiving Holidays

December 22 - January 2 Christmas Holidays

January 5 Classes Resumed

January 15 - 22 First Semester Examinations

January 22 End of First Semester

January 23, 26 Mid-Term Holidays for Students

January 23, 26, 27 Testing and Orientation for Entering Students

January 28, 29, 30 Registration of Freshmen for Second Semester

February 2 Classes Begin

February 11 Last Day to Register

February 27 Last Day to Drop a Course Without Penalty

March 20 Holiday for Students (FSTA)

March 23-26 Quarter Tests

March 26, Quarter Ends

March 27, 30 Easter Holidays

May 28-June 4 Semester Examinations

BOARD OF PUBLIC INSTRUCTION

PALM BEACH COUNTY

Mr. Henry O. Earwood, Chairman

Mrs. Elizabeth S. Hand

Mr. Thurmond O. Knight

Mr. Ralph Kettler

Mr. Robert R. Horner

Mr. Howell L. Watkins
Superintendent of Public Instruction

ADVISORY COMMITTEE

Mr. W. C. Taylor

Mrs. W. L. Dellinger

Reverend N. Jenkins

ADMINISTRATIVE OFFICERS AND STAFF

Britton G. Sayles, A. B., M. A. President
Paul W. Butler, B.S., M.A. Registrar
Dean of Student Personnel
Earley Lee Vessell, B.S. Business Manager
Etta I. Wilkinson Secretary

FACULTY

Carrie G. Bentley Bridwell English
A.B., Florida A and M University
M.A., New York University
Advanced Study, New York University
Ruby Leola Bullock Mathematics
B. S., Florida A and M University
M. A., University of Chicago
Advanced Study, University of Maine
Paul W. Butler Education
B.S., Fort Valley State College
M.A., Fisk University
Advanced Graduate Study, University of Illinois
Mary Tillman Holliday Health and Physical Education
B.S., Florida A and M University
M.A., New York University
Carl W. McLendon Social Studies, Psychology
B.A., North Carolina College
M.A., North Carolina College
Advanced Study, North Carolina College
Bradley B. Mitchell Health and Physical Education
B.S., Florida A and M University
M.S., Indiana University
John H. Powell, Jr. Science
B.S., Alcorn A and M College
M.S., Indiana University
Advanced Study, University of Michigan
Earley Lee Vessell General Business
B.S., Alcorn A and M College
Advanced Study, New York University

GOALS

More is demanded of youth today than the usual college training.

The young graduate, in addition to general culture, is expected to reveal sound judgment, skill, and an understanding of current affairs, as well as a readiness and ability to play his part in the present day complicated political, economic, and social activities around him. They are expected also to have a comprehension of the nature and responsibilities of modern life and matured capacities for effective service in useful occupations.

The changed conditions of American Society have placed new emphasis upon the need for exceptional competence in nearly every field of endeavor.

Youth, today, by and large, has ambition to meet this challenge and keenly desires educational opportunities as a preparation to excel in some important field of work.

Fortunately, modern educational research has developed methods and procedures for revealing in young people latent talents, special abilities and individual native gifts often of rare quality - for nearly every individual possesses more and finer potential talents of one kind or another than usually are discovered or brought to the fore and developed.

These special gifts and useful human values, so long as they lie buried and submerged in individuals, are meaningless until they are uncovered, matured and put into service.

Thus, Roosevelt Junior College has been established to be helpful to students in any of the following groups:

- A. Those who seek sound preparation for continuing their education in the junior year of college or universities.
- B. Those who must conclude their formal training with the graduation from a two-year college.

C. Those who desire preparation for careers in business, industry, or professions.

The College offers for each of these three groups of students a variety of programs.

GUIDANCE

All students are assigned a faculty advisor for the college year. Regular conferences and informal activities provide opportunities to discuss social, academic, or personal problems. A close relationship between advisor and student assures individual attention whenever it is needed.

The freshman starts the term with a tentative plan of work based on the considerable amount of information exchanged between him and the college preceding the opening of the year. In most cases, this tentative plan becomes permanent. Changes, however, may be made in the first two weeks of the college year; and, at the end of the first year of work, a student may change his field of concentration for the following year.

During the first week, the freshmen are given a series of tests which throw further light upon their abilities and needs. Information on how to use the library, the laboratories and other college equipment is supplied during the special orientation program planned for them. With the help of a senior committee, new students also become acquainted with customs and traditions of college life.

ATTENDANCE

Regular class attendance and punctuality are required of all students attending Roosevelt Junior College.

For emergency purposes only, one absence per semester hour of work will be allowed in each course. Absences in excess of this number will be answered in person to the Dean of Student Personnel, and the student may be subject to loss of course credit or dismissal from the College.

SUSPENSION

Students failing to pass half of his work with a grade of "D" or better will be suspended for one semester.

In order to reenroll he will be on probation for one semester. During this probation, failure to maintain a "C" average will result in a second suspension which will be final. The student will not be eligible for further attendance at the College.

PROBATION

A student failing to maintain a "C" or 2.0 average will be reenrolled on probation for his next semester.

Failure to maintain a "C" or 2.0 average during this semester will cause him to be reenrolled his next semester on probation. If the "C" average is still not achieved during this third semester the student will be placed on academic suspension for a semester.

After a semester of suspension has passed, he may reenroll for one semester on probation. Failure to maintain a "C" average during this semester will cause the student to be permanently suspended.

ADMISSION REQUIREMENTS

1. Candidates for admission must be graduates of standard accredited high schools.
 - . If the high school is not accredited the student will be accepted provisionally upon certification of graduation and presentation of 16 Carnegie Units.
2. An equivalency of the graduation certificate or an adult diploma obtained through General Education Development Tests may be accepted in lieu of high school graduation.
3. Adults may be admitted to special study program designed to meet specific needs.

TRANSFERS

A student may be admitted by transfer from another recognized college. A student desiring admission on this basis must present an official transcript of all college work previously done. All transcripts are to be sent from the college attended to the Registrar. This should be done in advance of registration. A student admitted to advance standing must present an accumulative average of at least "C".

CONDUCT

The College reserves the right to dismiss any student whose conduct, on campus or off campus, is considered harmful to the College and to the Community.

Violation of approved rules and regulations may make the student subject to dismissal from the College.

ADMISSION REQUIREMENTS

1. Candidates for admission must be graduates of standard accredited high schools.
 - . If the high school is not accredited the student will be accepted provisionally upon certification of graduation and presentation of 16 Carnegie Units.
2. An equivalency of the graduation certificate or an adult diploma obtained through General Education Development Tests may be accepted in lieu of high school graduation.
3. Adults may be admitted to special study program designed to meet specific needs.

TRANSFERS

A student may be admitted by transfer from another recognized college. A student desiring admission on this basis must present an official transcript of all college work previously done. All transcripts are to be sent from the college attended to the Registrar. This should be done in advance of registration. A student admitted to advance standing must present an accumulative average of at least "C".

CONDUCT

The College reserves the right to dismiss any student whose conduct, on campus or off campus, is considered harmful to the College and to the Community.

Violation of approved rules and regulations may make the student subject to dismissal from the College.

GRADING SYSTEM

Roosevelt Junior College uses the following grading system:

A	-	Excellent		4 quality points
B	-	Good		3 quality points
C	-	Average		2 quality points
D	-	Poor but passing		1 quality point
F	-	Failure		-1 quality point
I	-	Incomplete		0 quality point
WP	-	Withdrew passing		0 quality point
WF	-	Withdrew failing		0 quality point

FEES

FLORIDA STUDENTS

	First Semester	Second Semester
Registration Fee	\$ 37.50	\$ 37.50
Student Activity Fee	10.00	10.00
Library Fee	1.00	1.00
Laboratory Fee (each science course)	5.00	5.00

NON-FLORIDA STUDENTS

Tuition	100.00	100.00
Registration Fee	37.50	37.50
Student Activity Fee	10.00	10.00
Library Fee	1.00	1.00
Laboratory Fee (each science course)	5.00	5.00

SPECIAL STUDENTS

Registration Fee	5.00	5.00
Special Student Fee (resident student)		
per credit hour	5.00	5.00
Special Student Fee (non-resident students)		
per credit hour	10.00	10.00
Library Fee	1.00	1.00
Maximum genral fee to be charged	48.50	48.50
Laboratory Fee (each science course)	5.00	5.00

OTHER FEES. A fee of \$5.00 is charged all students who do not complete their registration on the dates set by the College.

Students who are required to repeat courses because of failure, or who wish to repeat them to raise a non-transferable grade, must secure the permission of the Registrar and pay a fee of \$2.00.

A fee of \$1.00 will be charged for each course dropped during a semester.

A transcript of credits will be furnished free to students desiring to attend another college, but a charge of \$1.00 will be assessed for each additional transcript.

PAYMENT OF FEES. Tuition and fees are due at the time of registration.

By payment of a service fee of \$5.00, a student may defer payment of fees by making a minimum payment of \$20.00 and paying the balance in accordance

GENERAL CURRICULUM

First Semester	Semester Hours Credit
English 101.....	3
Social Studies 101	3
Physical Science 101 or Biological Science 101	4
Mathematics 101	3
Health and Physical Education 101	1
Electives	3
	<u>17</u>

Second Semester	
English 102	3
Social Studies 102	3
Physical Science 102 or Biological Science 102	4
Mathematics 102	3
Health and Physical Education 102	1
Electives	3
	<u>17</u>

PRE-TEACHING

First Semester	Semester Hours Credit
English 101	3
Social Studies 101	3
Physical Science 101 or Biological Science 101	4
General Psychology	3
Speech 101	3
Health and Physical Education 101	1
	<u>17</u>

Second Semester	
English 102	3
Social Studies 102	3
Physical Science 102 or Biological Science 102	4
Orientation to Education	3
Mathematics 102	3
Health and Physical Education 102	1
	<u>17</u>

PRE-MEDICINE OR PRE-DENTAL

First Semester	Semester Hours	Credit
English 101	3	
Biology 101	4	
Chemistry 101	4	
Mathematics 101	3	
Health and Physical Education 101	1	
Electives	<u>3</u>	
	18	

Second Semester	Semester Hours	Credit
English 102	3	
Biology 102	4	
Chemistry 102	4	
Mathematics 102	3	
Health and Physical Education 102	1	
Electives	<u>3</u>	
	18	

PRE-NURSING

First Semester	Semester Hours	Credit
English 101	3	
Biology 101	4	
Chemistry 101	4	
Social Studies 101	3	
Health and Physical Education 101	1	
Electives	<u>3</u>	
	18	

Second Semester	Semester Hours	Credit
English 102	3	
Biology 102	4	
Chemistry 102	4	
Social Studies 102	3	
Health and Physical Education 102	1	
Electives	<u>3</u>	
	18	

PRE-LAW

First Semester

Semester Hrs. Credit

English 101	3
Foreign Language	3
Mathematics 101 or Science 101	3 or 4
Speech 101	3
Social Studies 101	3
Health and Physical Education 101	<u>1</u>
	16 or 17

Second Semester

Semester Hrs. Credit

English 102	3
Foreign Language	3
Mathematics 102 or Science 102	3 or 4
Speech 102	3
Social Studies 102	3
Health and Physical Education 102	<u>1</u>
	16 or 17

GENERAL BUSINESS

First Semester

Semester Hrs. Credit

English 101	3
Social Studies 101	3
Accounting 101	3
Biological or Physical Science 101	4
Typewriting 101	3
Health and Physical Education 101	<u>1</u>
	17

Second Semester

Semester Hrs. Credit

English 102	3
Social Studies 102	3
Accounting 102	3
Biological or Physical Science 102	4
Typewriting 102	3
Health and Physical Education 102	<u>1</u>
	17

SECRETARIAL

First Semester

Semester Hrs. Credit

English 101	3
Social Studies 101	3
Shorthand 101	3
Typewriting 101	3
Accounting 101	3
Health and Physical Education 101	<u>1</u>
	16

Second Semester

Semester Hrs. Credit

English 102	3
Social Studies 102	3
Shorthand 102	3
Typewriting 102	3
Accounting 102	3
Health and Physical Education 102	<u>1</u>
	16

BUSINESS

ACCOUNTING 101. Accounting Principles. A basic study of accounting and business practice. The course includes the study of business papers and recording procedures, and covers the use of journals, controlling accounts, and general and subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, and the form and preparation of financial statements, and provides an introduction to the use of valuation accounts. A single proprietorship set of books is kept as a part of the course.

Credit: 3 semester hours.

ACCOUNTING 102. (Prerequisite: Accounting 101 or equivalent). A continuation of Accounting 101. A study of accounting procedures as applied to the partnership and the corporation. Topics considered include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. A partnership and corporation practice set of books is used.

Credit: 3 semester hours.

SHORTHAND 101. (Prerequisite: One year of high school typewriting unless Typewriting 101 or 102 is scheduled concurrently with Shorthand 101). Not open to students having one year of shorthand in high school or its equivalent. All basic principles of the Gregg Shorthand system are studied in the first semester of work. High skill in reading shorthand is developed. The ability to write familiar material at a minimum rate of 80 words a minute is developed for this first course. Attention is given to the development of appropriate speed in writing new material dictation.

Credit: 3 semester hours.

SHORTHAND 102. (Prerequisite: Shorthand 101 or equivalent skill achievement and one year of high school typewriting or Typewriting 102). This course is open to students having one year of shorthand in high school. Emphasis upon building the appropriate high skill in reading and writing Gregg Shorthand is continued. In this second semester's work, emphasis is given to the ability to develop new shorthand lines according to basic principles, as these outlines are met in new material dictation. A dictation skill of 80 to 100 words a minute on new material is developed at the conclusion of this course. One period a week is devoted to transcription from shorthand dictation.

Credit: 3 semester hours.

TYPEWRITING 101. Personal Typewriting. (Not open to students having one year's credit for typewriting in high school). Skill in typewriting is developed to meet the personal needs of the student. As soon as facility in the use of the typewriter is acquired, students write their college themes, personal letters, personal business letters, college notes, or practice filling in business forms in which they are interested. While correct techniques and skill building are emphasized throughout the course, students are not held to vocational typewriting standards. Offered each semester. Five hours a week.

Credit: 3 semester hours.

TYPEWRITING 102. (Prerequisite: Typewriting 101 or one year of high school typewriting). This course is a continuation of Typewriting 101 but is planned particularly for the secretarial student who wishes to use the skill vocationally. Emphasis will be placed on increased speed and accuracy in all typewriting work. This course includes typewriting of business letters, tabulation, telegrams, business reports, manuscripts, and legal papers. Five hours a week.

Credit: 3 semester hours.

EDUCATION AND PSYCHOLOGY

ORIENTATION TO EDUCATION. An introductory view as a profession from the standpoints of opportunities, supply and demand, and qualifications for teaching.

Credit: 3 semester hours.

GENERAL PSYCHOLOGY. This course is an introduction to psychology and it consists of a systematic study of the development of psychology as a science. A survey of the methods, techniques, and experiments of the field is made.

Credit: 3 semester hours.

ENGLISH

The Department strongly recommends a testing program and the offering of an English fundamentals course for all students who indicate need for remedial work in written composition and reading. The English course in which a student should enroll will depend upon the showing made on the English placement test. Students whose placement tests reveal weaknesses in the elementary principles of writing and reading will be assigned to an English fundamentals course.

ENGLISH 101. Freshmen Communications. This is primarily a skills course which aims to develop proficiency in all aspects of communication, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters.

Credit: 3 semester hours.

ENGLISH 102. Freshmen Communications. (Prerequisite: English 101).

This consists of three units which introduce the students to the role of language in thought and action. These three units are (1) Language and Thought, (2) Persuasion (argument and logic), and (3) Mass Media of Communication (analysis of propaganda, etc.). The concern here is with the development of student ability to read critically and to write effectively.

Credit: 3 semester hours.

SPEECH 101. Fundamentals of Speech. A course designed to give the student the fundamental principles necessary to the development of an acceptable speaking voice and an effective informal conversational style. Emphasis is placed upon adjustments, voice, articulation, pronunciation,

listening, the skills of oral reading, and the skills of informative speaking.

Credit: 3 semester hours.

SPEECH 102. Public Speaking. (Prerequisite Speech 101). A course designed to give the students practice in critically analyzing contemporary speeches and speakers and in the delivery of various types of public speeches. There is continued instruction in organization, phrasing, and diction. Special emphasis is placed upon purpose, audience, occasion.

Credit: 3 semester hours.

HEALTH AND PHYSICAL EDUCATION

HEALTH EDUCATION 101. Personal Hygiene. This course is concerned with the development of desirable knowledge, attitudes, and practices of the principles of personal hygiene, mental hygiene, and the hygiene of family living. Credit: $\frac{1}{2}$ semester hour.

HEALTH EDUCATION 102. Community Hygiene. This course includes the study of healthful group living, sources of infection, housing, food, sanitation, and the maintenance and improvement of group health. Credit: $\frac{1}{2}$ semester hour.

PHYSICAL EDUCATION 101 (Men) Required Physical Education. A general review of team sports designed to give the student sufficient knowledge and skills in order that he may enjoy participation in intramural activities. Physical conditioning and posture controls may be developed through the use of anthropometric tests and skills. Emphasis on the development of individual activities will be accomplished through participation in tumbling and gymnastics, track, and field activities, and other sports of a recreational nature. Credit: $\frac{1}{2}$ semester hour.

PHYSICAL EDUCATION 102. (Men) Required Physical Education. A continuation of Physical Education 101. Credit: $\frac{1}{2}$ semester hour.

PHYSICAL EDUCATION 101 (Women) Required Physical Education. A brief review of team sports to develop additional skills in basketball, volleyball, and softball in order to provide better opportunities for participation in the intramural program. Basic skills in individual and dual activities will be stressed in activities of a carry-over nature. Credit: $\frac{1}{2}$ semester hour.

PHYSICAL EDUCATION 102 (Women) Required Physical Education. A continuation of Physical Education 101. Credit: $\frac{1}{2}$ semester hour.

MATHEMATICS

REMEDIAL MATHEMATICS 100. Background for Mathematics 101. Common fractions, decimals, percent, mensuration, and the language of mathematics emphasized. Required of all students who fail the qualifying mathematics placement examination. Two class hours a week. Either semester.

No credit.

MATHEMATICS 101. Basic Mathematics. An introductory course in basic mathematical concepts and procedures required for advanced mathematics courses as well as a terminal course. During the first half of the course historical and logical background of the development of number notations, relationships, and measurement is considered, followed by problems in basic techniques used in everyday living. The second half of the course is given to an analysis of fundamental concepts in computation, problems in progressions, deductive and inductive reasoning, and simple equations.

Credit: 3 semester hours.

MATHEMATICS 102. General Mathematics. (Prerequisite: Mathematics 101 or its equivalent). A review of simple and quadratic equations in algebra, proportion and variation, binomial and multinominal formulae, and computation by logarithms are covered.

Credit: 3 semester hours.

ALGEBRA 103. College Algebra. (Prerequisite: at least one year of high school algebra other than functional mathematics). A brief review of fundamental topics in algebra, plus exponents and radicals, quadratic equations, systems of quadratics, ratio, proportion and variation, progressions, binomial theorem, inequalities, complex numbers, theory of equations, logarithms, second and third determinants.

Credit: 3 semester hours.